Superintendent's Annual Attendance Report (SAAR) Documentation

End of Year
2015-2016

Kentucky Department of Education
Stephen Pruitt, Commissioner

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SAAR Documentation Overview

Purpose
The Superintendent's Annual Attendance Report (SAAR) provides year-end attendance information used to calculate the school district's enrollment, membership, average daily membership (ADM), percent of attendance, home and hospital ADA and adjusted average daily attendance (AADA).

All information is reported by school, grade level, and by transportation code.

Due Date
The SAAR is due to KDE by June 30th. It is strongly encouraged that districts submit and verify their reports as soon as possible.

Adjusted Average Daily Attendance
The attendance calculation in Infinite Campus does NOT divide grade 00 in half. Once the numbers are sent for SEEK calculating, grade 00 will be adjusted at that point.

Kindergarten Retention
If a student is retained in Kindergarten with a 00 for the first year and a 00 for the second year, grade 00 will be adjusted in the SEEK calculation for the second year also.

Focus Areas
The SAAR includes the following information for the entire school year aggregate day's attendance and absence:

- race and gender count
- adjustments for less than full-time attendance (Partial Day)
- nonresident/non-contract
- overage and underage
- virtual/performance based proficient
- eligible suspensions and eligible expulsions
- up to 10 (ten) low attendance days due to weather – L Day
- up to 10 (ten) low attendance days due to weather – N Day Approved by KDE
- five (5) lowest attendance days.

Note: All information is reported by school, grade level, and by transportation.

SAAR Focus Area Records

Record 1	Calendar
Record 2	Enrollment/Reenrollment
Record 3	Withdrawals
Record 5	Ethnic Count (R2 – R3 = R5)
Record 7	Aggregate Attendance
Record 9	Non-Contract Overage/Underage
Record H	Home/Hospital
Record N	Non-Traditional
Record L	Five Low Attendance Days
Record W	Ten Low Attendance Weather Days

Record 5 – Ethnic Count

- **Ethnic Count – Active students on the last day of the 10th month of school**
  Run Record 2 and Record 3 of the SAAR Report
  - R2 (Enrollment + Reenrollment) – R3 (Withdrawals) = R5 (Ethnic Count)

Path: KY State Reporting > SAAR Report > Check box R2 and R3 and select extract format of PDF, All Calendars, and leave the date range blank.

Enrollment – Withdrawals = Ethnic Count

Note: Ethnicity codes may not match if a withdrawal code was left off or if a student was enrolled and their ethnicity was **not** entered in during enrollment. These are the first two places to check if codes do not match properly.

Record 7 – Aggregate Days Attendance and Absence

- **State Enrollment Overlap**
  Path: Student Information > Reports > State Enrollment Overlap
  Enrollment overlaps occur when the begin/end dates of one primary enrollment overlap with that of a second primary enrollment record for the same student. **KDE will <u>not</u> process a district SAAR until after all overlaps more than one day are corrected.**

  - *Review Step***:** The State Enrollment Overlap report will identify these overlapping records, which should be corrected.

    Note: One day overlaps are allowed and should remain within Infinite Campus with the exception of a one day overlap in the same district. Be very careful which enrollment record you end date as attendance and grades are tied to enrollment.

- **Student Schedule Gaps**
  Path: KY State Reporting > Edit Reports > Schedule Gap Report
  This tool is used to locate student schedule gaps. The report shows any days the student has schedule gaps from the enrollment begin date to the withdrawal date (if applicable).

  - *Review Step***:** Correct any schedule gaps for any dates shown on this report. Perform this for any withdrawn students as well, since they do affect the attendance reports.

- **Overlapping T Codes**
  Path: Ad Hoc Reporting > Filter Designer > State Published > Audit Overlapping T Codes
  Students with overlapping transportation codes need to be corrected. Run this query for each school.

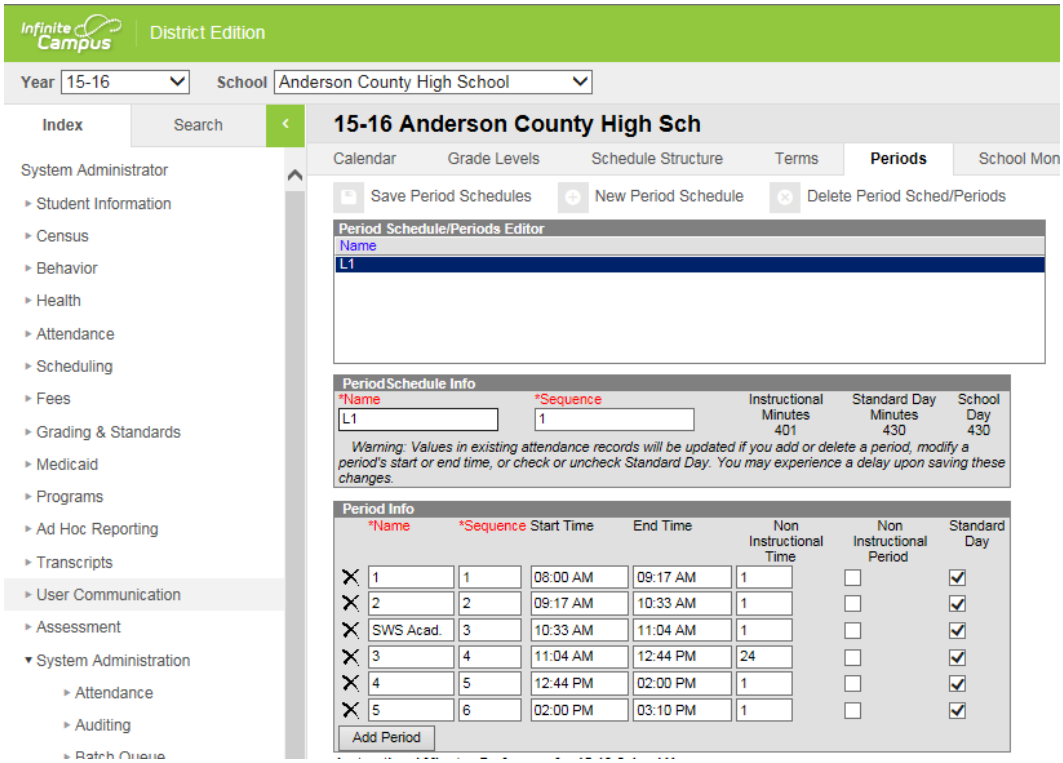
  Note**:** If the Year is set to the current school year, then the search function for this ad hoc will only find students active within the current year with a T-code overlap. The overlap could be within any school year.

  - *Review Step***:** Correct any overlapping transportation records.

- **Missing T Codes**
  Path: Ad Hoc Reporting > Filter Designer > State Published > Audit Missing T Codes
  All students should have a T code associated with their school enrollment record. Run the Missing T Code filter for each school.

  - *Review Step***:** Assign a transportation code and enter a date segment for students. Transportation segments are school specific. An enrollment record at each school should have a transportation record associated with it.

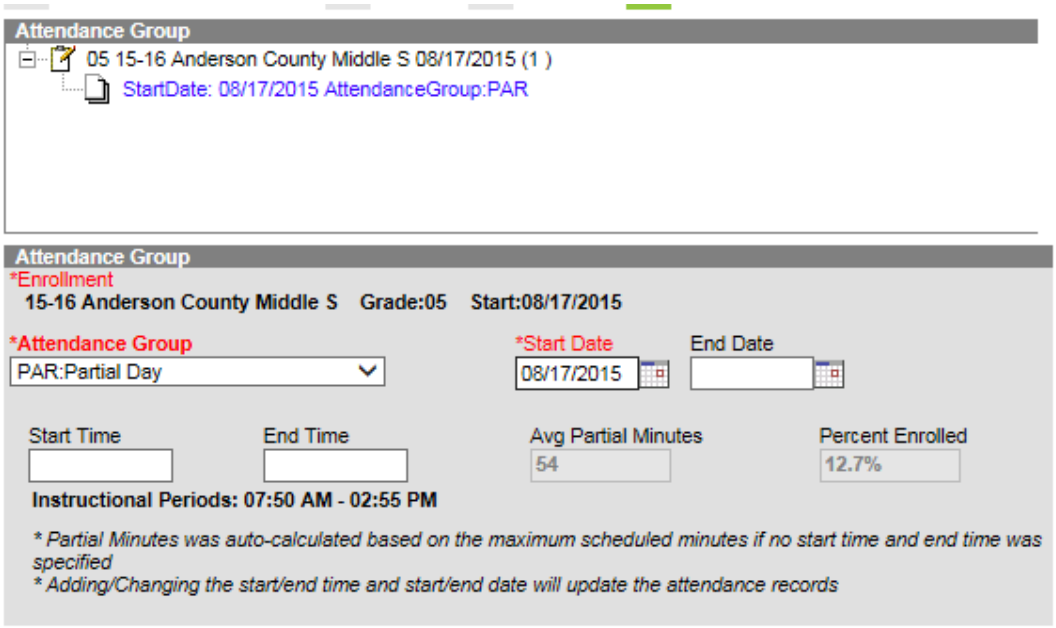
- **Close Gaps in Period Schedules**
  Path: System Administration > Calendar > Calendar > Periods Tab



  - *Review Step***:** Ensure no time gap from period end to period start. Include passing time, lunch time and recess within periods.

- **Partial Day Attendance Group**
  Path: Ad Hoc Reporting > Filter Designer > State Published > Audit Partial Day
  This ad hoc can be used to identify students with a partial day attendance group.

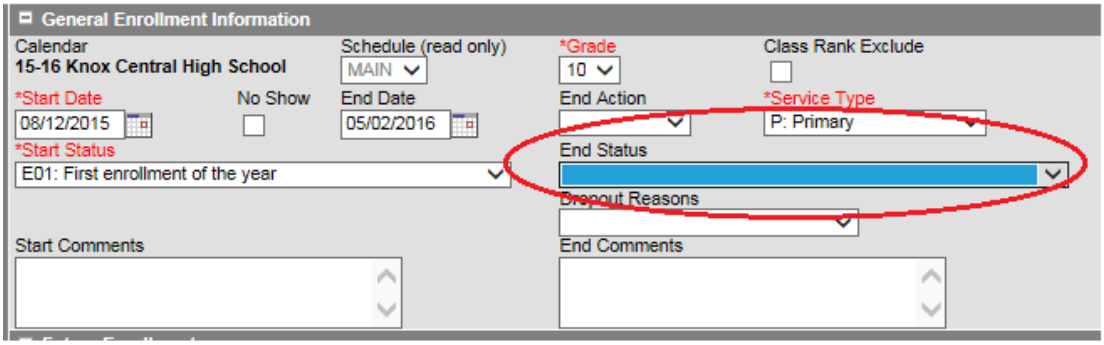
  - *Review Step***:** Ensure that the setup is correct for partial day students.



Verify start date, start time and end time match the student's IEP (as applicable). Further information on partial day setup is available through the Attendance Group (KY).pdf document that can be downloaded from Campus Community with Infinite Campus (user ID and password required). You can also click on the hyperlink below for further details.
Data_Standard-Attendance.docx

- **Missing Enrollment End Status Report**
  Path: KY State Reporting > Edit Reports > Missing Enrollment End Status Report

  This report identifies students who have an enrollment with an end date but no associated end status.



Record 9 – Non-Contract and Over/Underage

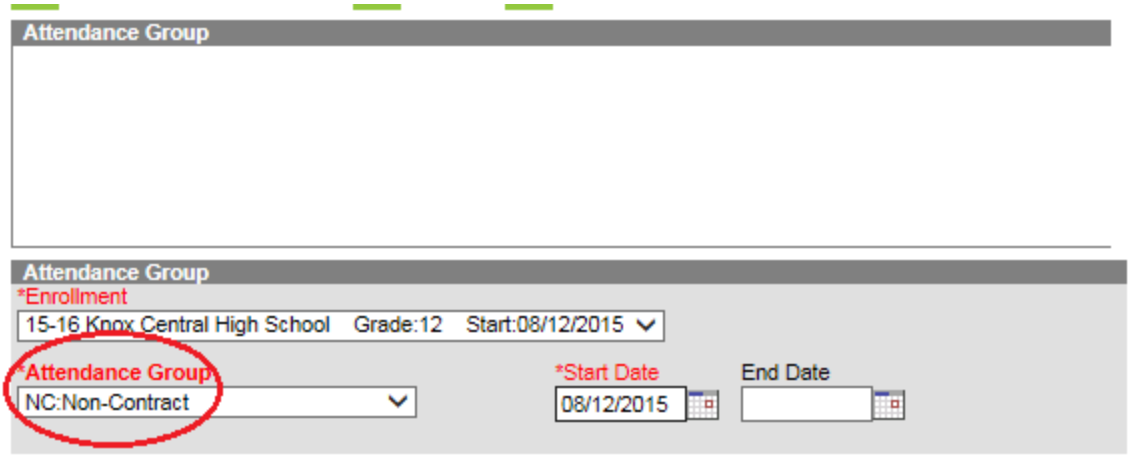
- **Non-Resident Non-Contract Students**
  Path: Ad Hoc Reporting > Filter Designer > State Published > Audit Non-Resident Non-Contract

  Student Audit Non-Resident Non-Contract ad hoc identifies students who are non-residents and **do not** have a contract agreement.

  Note: The 'Resident District' value should be maintained by the district to indicate the resident district of any student who does not reside in the district.

  - *Review Step:* Verify that these students reside outside your district and you do not have a contract with that district.

  Below is the proper set up for a Non-Contract student
  Path: Student Information > General > Attendance Group Tab



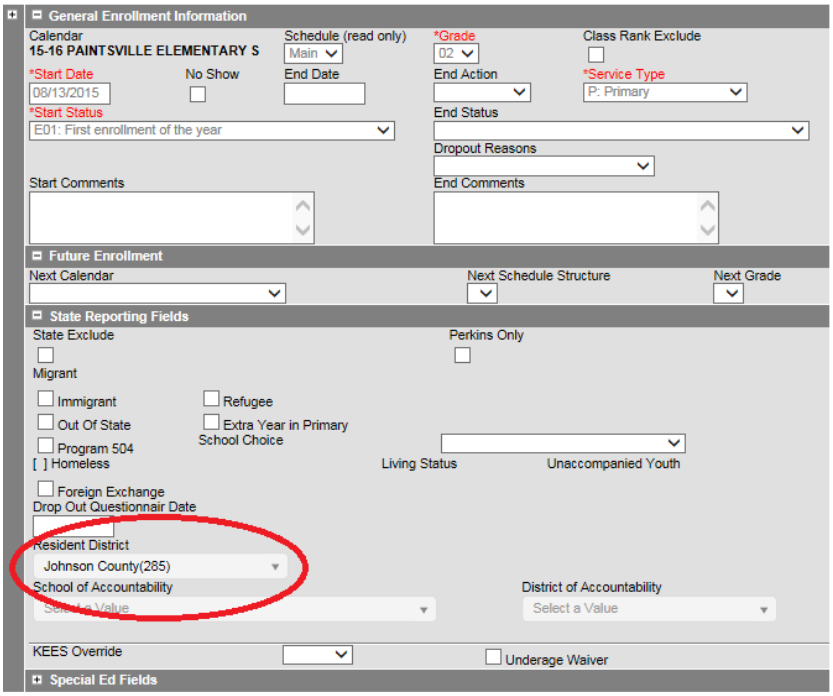
- **Non-Resident Contract Students**
  Path: Ad Hoc Reporting > Filter Designer > State Published > Audit Nonresident Contract
  The Student Audit Non-Resident Contract ad hoc identifies students who are non-resident and **do** have a contract agreement or are the child of a district employee.

  - *Review Step***:** Verify that non-resident students have a contract on file.

  Note**:** The 'Resident District' value should be maintained by the district to indicate the resident district of any student who does not reside in the district. If students on this ad hoc do not reside outside of your district, remove the resident district from their enrollment.

The path shown below is the proper set up for a contract student.

Path: Student Information > General > Enrollments



- **Overage/Underage**
  Path: KY State Reporting>Edit Reports>Overage/Underage Report
  This report identifies underage/overage students for further review. Check the list for accuracy of student DOB or that all students with a waiver are correctly identified.

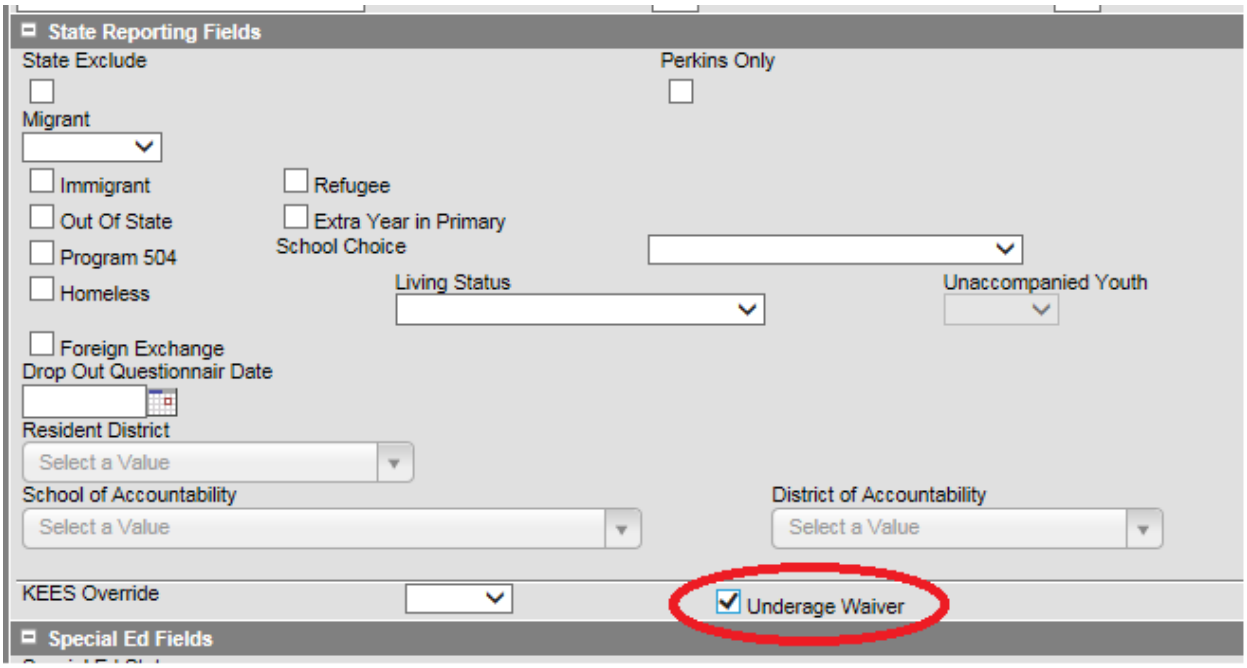
    - *Review Step*: Run this report for "All Schools, All Calendars."

  Note: Overage students will not qualify for funding on the SAAR on or after their 21st birthday.
- **Underage** – Under Age: There are two categories for Under Age students:

    1. A Grade 00 student is considered "Under Age" for the entire year if their 5th birthday occurs after October 1st of the reporting year.
    2. A Grade 01 student is considered "Under Age" for the entire year if their 6th birthday occurs after October 1st of the reporting year.

  An underage student will not receive funding for the entire year unless they qualify for a waiver and the waiver checkbox is marked on the enrollment tab. This is indicated on the waiver checkbox on the Enrollment tab under State Reporting Fields.

Path: Student Information > General > Enrollments



- **Expulsion Attendance Report**
  Path: KY State Reporting>Edit Reports>Expulsion Attendance Report

  This report identifies students who were expelled with state code SSP2 and have invalid data due to the attendance data not being entered properly to match the start date and/or end date/time for the behavior resolution.

  - The state Expulsion code SSP2 for *Expulsion Not Receiving Services* requires that a student have a standard attendance event for Absent / Unexcused that matches exactly the start and end date at the time of resolution.

- **Suspension Attendance Linkage**
  Path: KY State Reporting>Edit Reports>Suspension Attendance Linkage

  This report identifies those students who were suspended and have invalid data because the attendance data was not entered properly to match a behavior resolution, or the behavior resolution doesn't match attendance data for a state coded suspension.

  Note: Sometimes this report shows errors when days are shortened, but they are not actually errors.

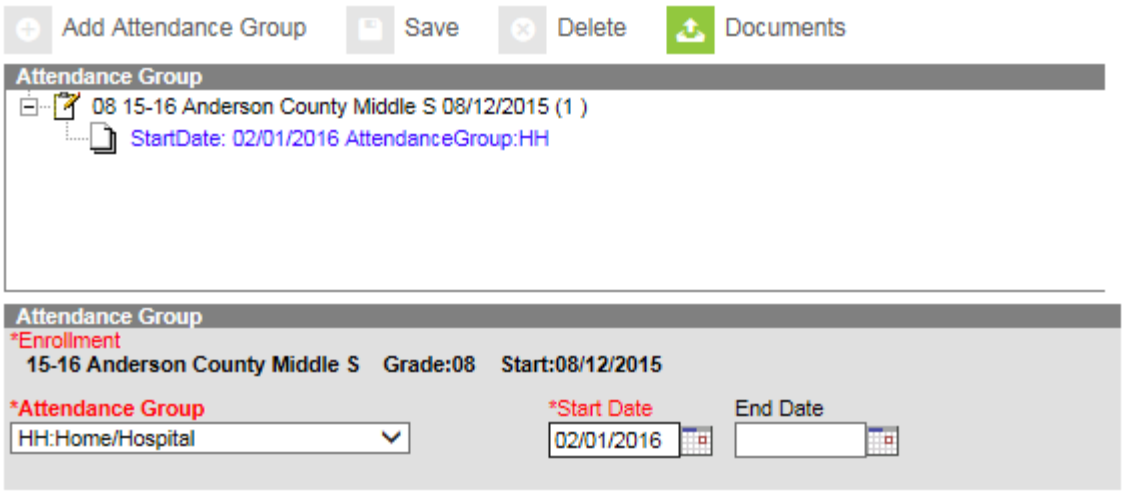
  - The state suspension code SSP3 – Out of School Suspension - requires the proper associated state attendance code of S – Suspension matches exactly the date / time of the resolution. There is also the possibility that a user could input the Suspension attendance entry date without having the associated behavior resolution.

- **State Attendance Groups – Home and Hospital**
  Path: Ad Hoc Reporting > Filter Designer > State Published > Audit Home Hospital

  This report identifies students in any of the attendance groups

  *Review Step***:** Ensure the attendance is marked properly for the HH students.

  Note**:** Use the IC Attendance Wizard to mark the student's attendance as HH from the initial date of entry into the HH program until the end of the school year. (This prevents teachers from taking attendance for a student who is in the HH attendance group). When the student returns to school, remove the HH attendance code using the Attendance Wizard. The student's HH attendance group record should be end dated upon the student's return to the regular school program via the Attendance Group tab.



- Any student eligible for HH must be put in the HH attendance group to receive full funding through the SEEK.

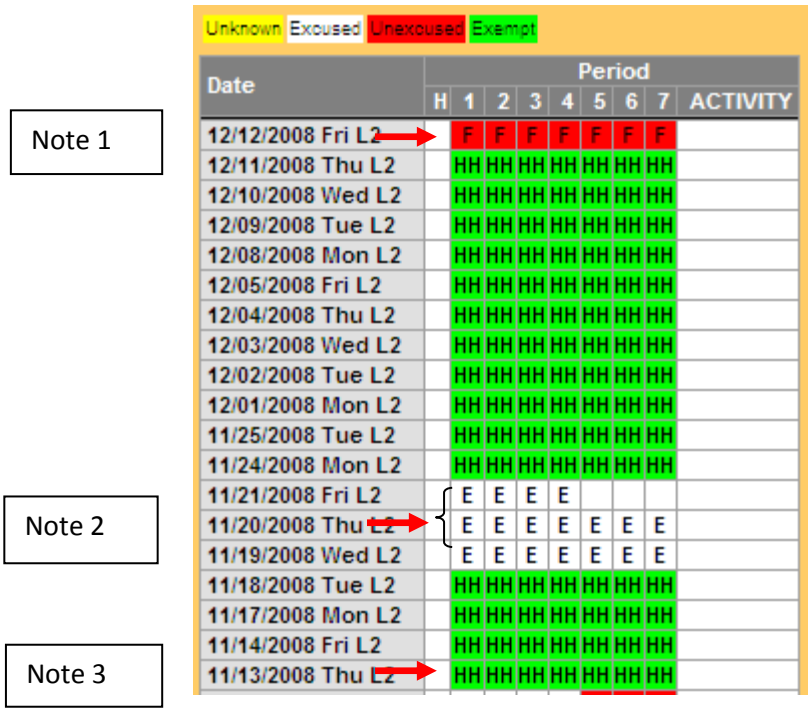
Note: Districts with a separate HH only school (*i.e.*, 998, 999 schools) must enroll every student in the HH attendance group.

Example Ad hoc report:

Audit Home Hospital Total Records:18

All Records

SSID	Last Name	First Name	Attendance Group Start Date	Attendance Group End Date



- *Review Step:* A qualifying student's attendance is marked as HH from the start date to the end date of their participation in the HH program (11/13/2008-12/12/2008). Several issues are shown in the following examples:

- Note 1 in the above example: The student has an end date marked as Absent, Unexcused on 12/12/2008. **The correct attendance event should be HH.**

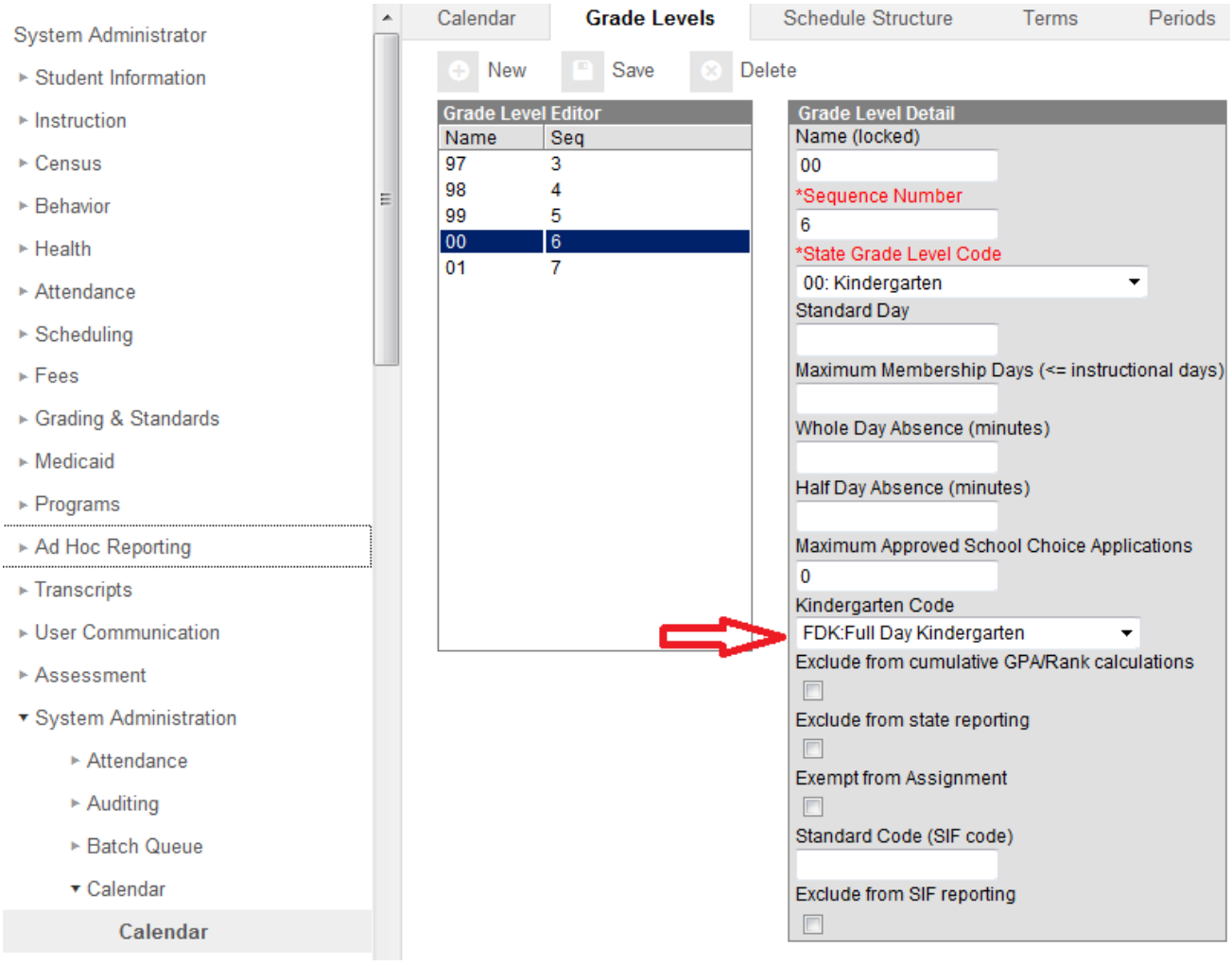
- Note 2 in the above example: HH students must be served a minimum of two one-hour sessions per five (5) consecutive instructional days. Student attendance for one missed HH session during the five (5) days must be recorded as an absence of 2.5 instructional days. **This is set up correctly**.

- Note 3 in the above example: The student John Goff has HH marked for attendance before the HH start date of 11/14/2008. **This is an error.**

- **Kindergarten Code**
  Path: System Administration > Calendar > Calendar > Grade Levels

    - Districts may have full or half-day Kindergarten classes or a combination of both. The state of Kentucky provides funding for 50% (half) of Kindergarten ADA even if a school district chooses full day of Kindergarten. This funding adjustment is made after submission of the SAAR to KDE. The appropriate Kindergarten code is selected from the Kindergarten Code dropdown menu:

        - BDK: Full and Half Day Kindergarten
        - FDK: Full Day Kindergarten
        - HDK: Half Day Kindergarten

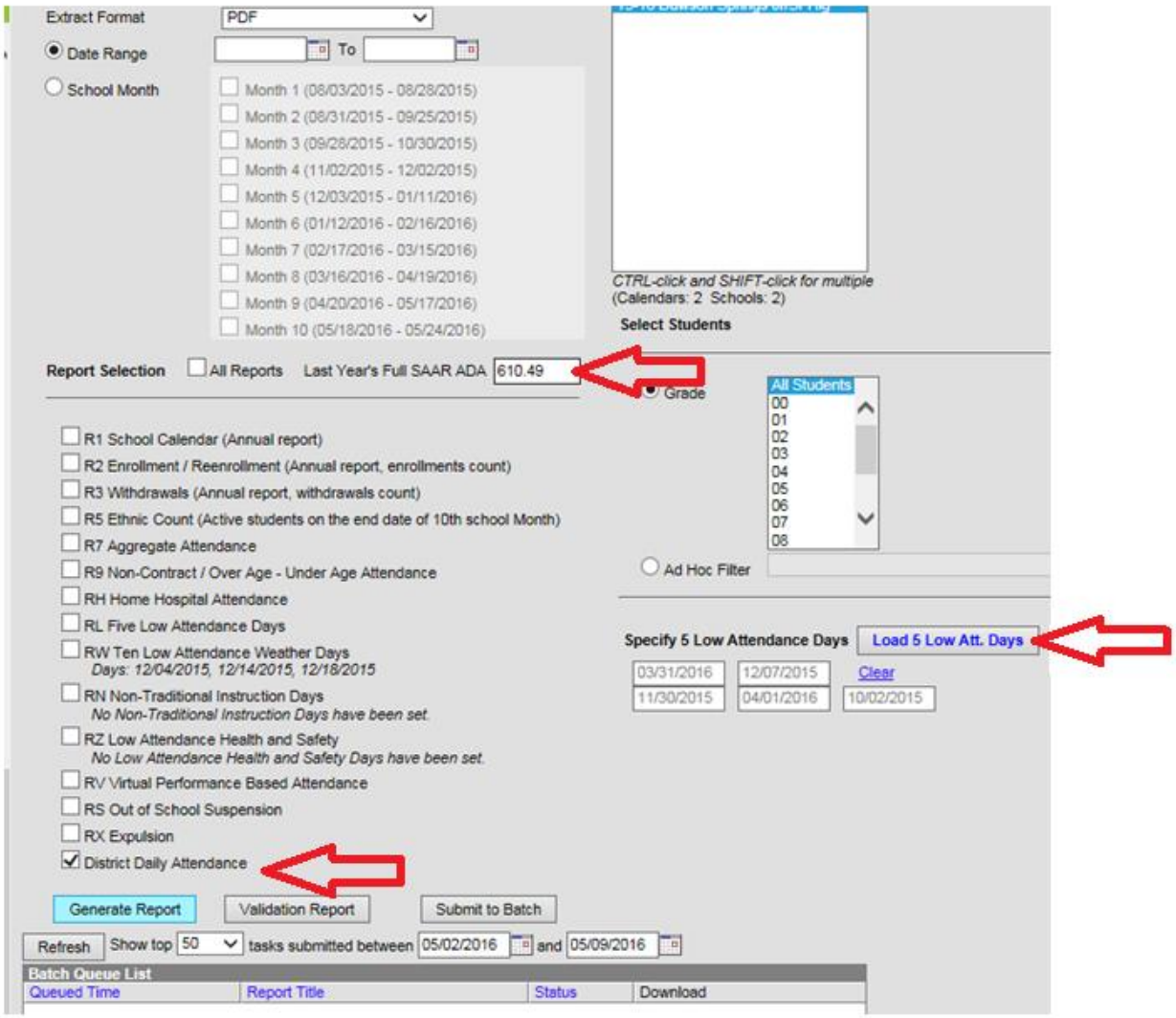


- **District Daily Attendance Report**
  Path: KY State Reporting > SAAR Report > District Daily Attendance

The *District Daily Attendance Report* should be used to determine low attendance weather days.

Previous Year AADA = **610.49**

- Make sure you type in last year's full SAAR AADA
- Click "Load 5 Low Att. Days" button which will automatically fill in the five low attendance days
- Check "District Daily Attendance" box
- Generate Report



After the five (5) lowest attendance days are automatically deducted, a district may request an adjustment for up to ten (10) additional days when district attendance was low due to weather-related conditions *if all schools were in session.* The district average daily attendance on these dates must be lower than the prior year "Full" average daily attendance ADA for the adjustment to be approved.

If the district's request is approved, the aggregate attendance for each day is deducted and replaced with prior year average daily attendance (ADA), prior to calculating the district's ADA. A district must keep documentation in the central office supporting the weather-related conditions that impacted attendance. See the below example showing 12/4, 12/14 and 12/18 as low weather days.

Date		Present	Absent	Total	%	Type
03/31/2016[L]	Th	591.50	62.50	654.00	9.6%	
12/07/2015[L]	M	593.50	55.50	649.00	8.6%	
11/30/2015[L]	M	593.50	53.50	647.00	8.3%	
04/01/2016[L]	F	594.50	58.50	653.00	9.0%	
10/02/2015[L]	F	598.46	44.00	642.46	6.8%	
12/18/2015[W]	F	600.87	49.00	649.87	7.5%	L
09/14/2015	M	602.00	45.00	647.00	7.0%	
02/29/2016	M	603.00	47.00	650.00	7.2%	
10/23/2015	F	604.46	36.00	640.46	5.6%	
01/11/2016	M	605.37	48.50	653.87	7.4%	
12/04/2015[W]	F	606.00	42.00	648.00	6.5%	L
10/26/2015	M	606.46	35.00	641.46	5.5%	
11/09/2015	M	606.96	34.50	641.46	5.4%	
11/24/2015	Tu	607.00	43.00	650.00	6.6%	
12/14/2015[W]	M	608.87	42.00	650.87	6.5%	L
10/28/2015	W	608.96	32.50	641.46	5.1%	
08/24/2015	M	609.37	35.50	644.87	5.5%	
02/22/2016	M	609.50	40.50	650.00	6.2%	
10/16/2015	F	610.46	30.00	640.46	4.7%	
Last Year ADA		*610.49*				
02/10/2016	W	610.50	45.50	656.00	6.9%	
02/25/2016	Th	610.50	38.50	649.00	5.9%	
11/18/2015	W	610.50	37.50	648.00	5.8%	
02/19/2016	F	611.00	42.00	653.00	6.4%	

Low

Weather

Weather

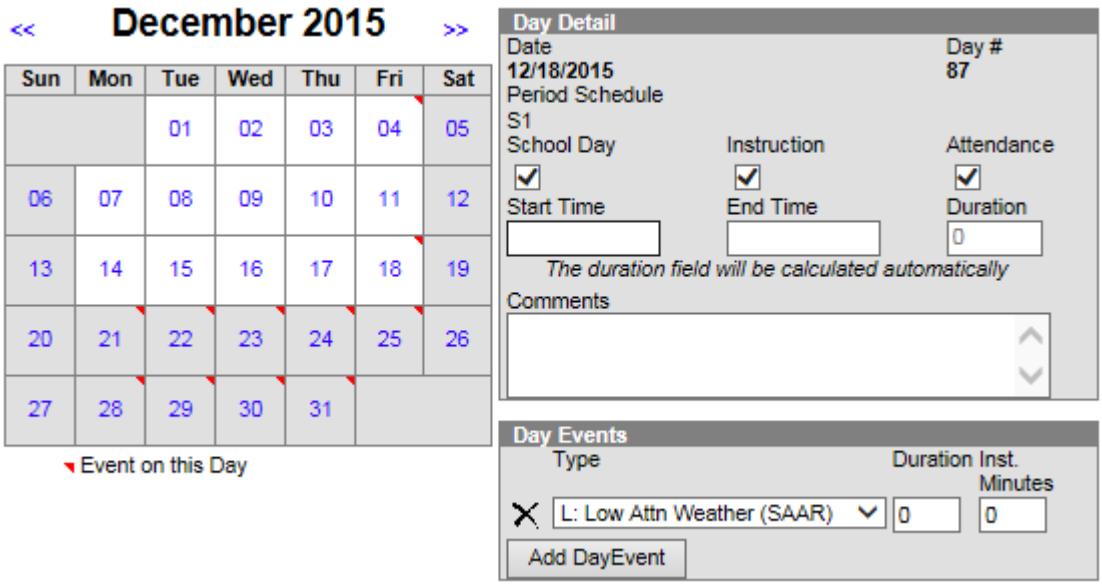
Weather

Last Year ADA

Note: The records below will not be available when the 'state format fixed width' (text file) is ran. It will be populated on R7 under the column 'Adjusted Aggregate Days'. All are additions to the base.

Record V = Virtual: Virtual Proficient Aggregate Attendance Days' attendance for students who receive a proficient (pass) grade are populated on this record.
Record S = Suspension: Eligible (10 day) Out of School Suspension Aggregate Absent Days (SSP3) attendance for students who have been suspended appear on this record (up to10 days per student).
Record X = Expulsion: 'District Eligible Expelled Aggregate Absent Days' (SSP1 + SSP2) attendance for students who have been expelled appear on this record, up to 175 of eligible expulsion per student

- District Attendance – L Days
  Path: System Administration > Calendar > Calendar > Days



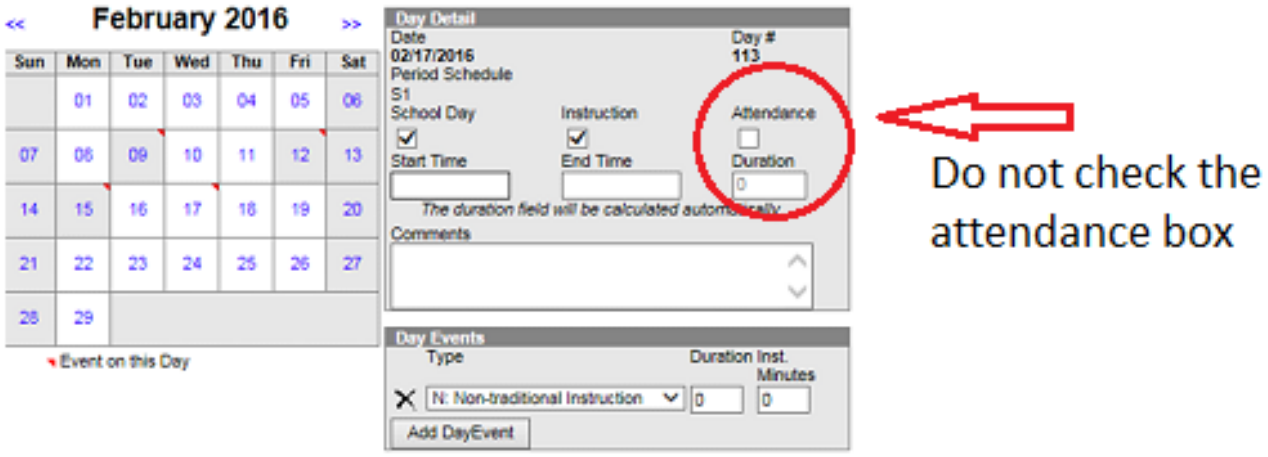
- **Record N – Non Traditional Days**
  Path>System Administration>Calendar>Calendar> Days

Non-Traditional Instruction Days (NTI) can be used for school closings due to weather related or health/safety issues. A Non-Traditional yearly plan must be approved by KDE prior to the new school year. NTI days are considered a school day with instruction.

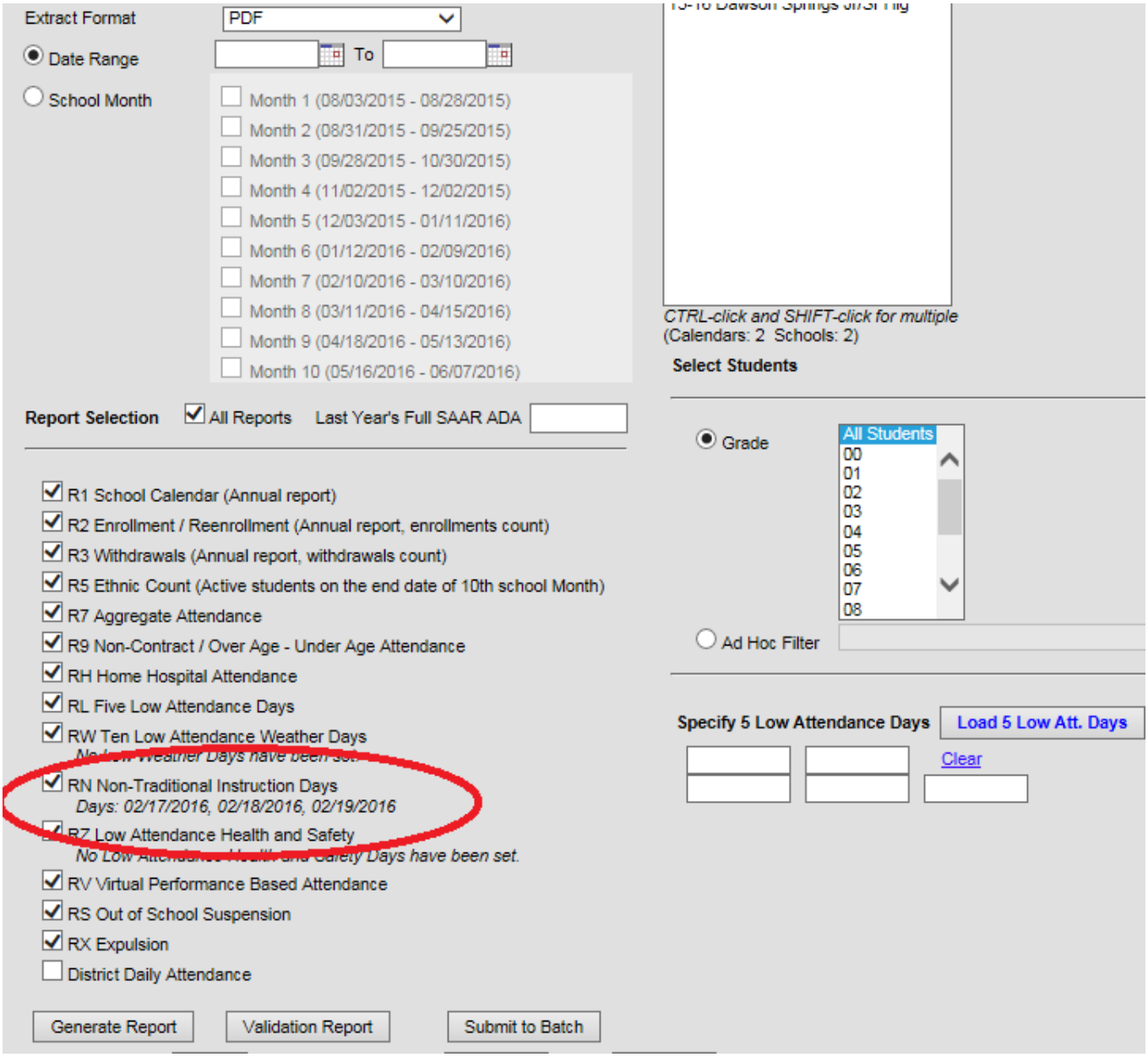
House Bill 211 passed "Non-Traditional Days," making all 173 Kentucky school districts eligible to apply. You can find more information about House Bill 211 and application information by clicking on the link: Non Traditional Days

Note: No transportation is calculated for N Days.

- *Review step*: Make sure you are approved for non-traditional days. Follow the path and select "Non-Traditional Day." Check both the 'School Day' and 'Instruction' boxes. Choose 'N' for the event type.



You will see the N Day on the SAAR Report.



Make sure you review your data to begin preparation for the SAAR. Use the following as a checklist to ensure all of these reports are corrected and complete:

_____ 1. State Enrollment Overlap Report

_____ 2. Ethnicity/Missing Enrollment End Status

_____ 3. Kindergarten Full-Day/Half-Day Indicator

_____ 4. ADA/ADM Report – Full Year

_____ 5. Student Schedule Gap

_____ 6. Overlapping T-Codes/Missing T-Codes

_____ 7. Period Schedule Gaps

_____ 8. Non-Resident Students

_____ 9. Overage/Underage

_____ 10. Suspension/Expulsion

_____ 11. Partial Day Students

_____ 12. Home Hospital Students

SAAR IC PDF Calculation

Calculation of SAAR AADA from IC PDF Report

Record 1 = Calendar

Record 2 = Enrollment/Reenrollment

Record 3 = Withdrawals

Record 5 = Ethnic Count (R2 - R3 = R5)

Record 7 = Aggregate Attendance: 'Base Aggregate Days Present' Total Adjustment Aggregate Days Present' Total = RV, RS, RX (additions to the base)

- RV= Proficient attendance for virtual or performance based courses
- RS= Eligible suspensions (a district may receive up to 10 days for a child who has been suspended)
- RX= Eligible expulsions up to 175 days

Record 9 = Noncontract Over/Under Attendance: 'Non Contract Aggregate Days Present' and Overage/Underage is the amount of attendance for a student who was either Non Contract or overage/underage that will be deducted from base (subtraction from the base).

Record H = Home/Hospital: Already included in base attendance (R7). RH record comes to KDE for the Home and Hospital ADA calculation. This is funded separately.

Record L = Five Low Attendance Days: 'Aggregate Low Attendance Days Present Total' (subtraction from base). Record L equals the aggregate days attendance for the five (5) lowest attendance days district-wide, when all schools are in session. This information reduces the total aggregate days of attendance and the number of days taught prior to the calculation of average daily attendance (ADA).

Record W = Ten Low Weather Attendance Days: 'Aggregate Low Weather Attendance Days Present' (addition to the base). The SAAR report reflects Full AADA with no adjustment made for kindergarten. The aggregate day's attendance for both kindergarten and P-12 for each of selected number of low weather attendance days will be replaced by last year's kindergarten and P-12 AADA.

Quality Review and Assurance

Ethnicity Count

Record 2 minus Record 3 = Record 5
SAAR Record 2 (Enrollment + Reenrollment)
SAAR Record 3 (Withdrawals)
SAAR Record 5 (Ethnicity Count)
Formula: Entries + Re-entries – Withdrawals = Ethnicity Count

Review step: Run Records 2 and 3 of SAAR (PDF, All Calendars, Leave Date Range Blank)

Enrolled Days vs. Scheduled Days

There are several scenarios when students *enrolled* days do not match their *scheduled* days. These include:

1. Partial Day (Not fully funded)
2. Virtual or Performance Based (School districts with Virtual and Performance based students do not receive attendance credit until a final grade of 'P' or 'Pass' is entered.)
3. Early Release Days: scheduled minutes will be less than student day minutes.
4. Schedule Gaps
5. Students without a full schedule (e.g., fifth year senior)

Truancy

The ADA/ADM 'Truancy mode' should equal 'Funding mode' for students who have a full schedule. Students without a full schedule are funded for the part of the day that they are scheduled.

PDF AADA Report

The Calculation of SAAR AADA is as follows:

(Base Aggregate Days Present (R7) + Adjustment Aggregate Days Present (R7) + (Last Year's SAAR AADA * Sum of Weather Days and NTI days) – Low Attendance Weather (RW) NTI Days, Aggregate Low Attendance Days Present (RL), Aggregate Days Present (R9)) divided by Number of Days Taught minus 5

$$\frac{R7 + R7\ adjustment + AADA\ (W + N) - W - N - RL - R9}{Instructional\ Days - 5}$$

Use the SAAR AADA 2016 Calculator.xls spreadsheet.

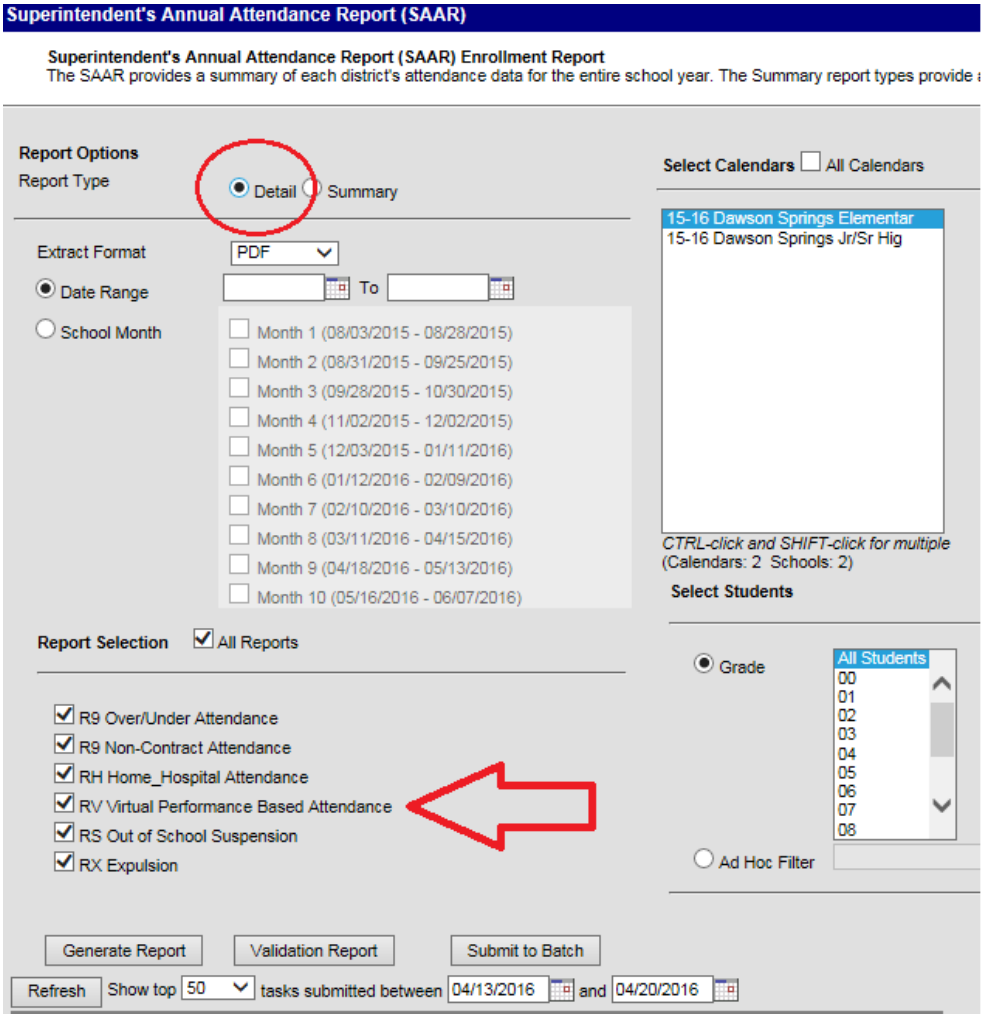
SAAR 2016 AADA Calculator

SAAR Detail Reports

Several SAAR reports have detail reports that provide additional information. The reports use the same selection criteria, attendance calculation, and business logic as the primary records, but provide additional information at the student level to aid in troubleshooting and analysis. The detail reports provide school-level listings of individual students who appear on the corresponding SAAR records.

Detail reports can be run by selecting the "Detail" option in the extract editor for any of the following records: RV, RS, RX, R9 and RH. (For detail-level information on R7, refer to the ADA/ADM Detail report.)

Detail reports respond in the same manner as their primary records of SAAR for all extract editor features: ad hoc, grade, calendar select, school month selection, and date range.



R9 Overage/Underage Detail

Students appear on the R9 detail report when they meet the criteria for the Over Age/Under Age sections of Record 9 (Non-Contract Over/Under Attendance).

R9 Non contract Detail

Students appear on the R9 Non Contract detail report when they meet the criteria for the Non Contract sections of Record 9 (Non-Contract Over/Under Attendance).

RH Detail

Students appear on the RH detail report when they meet the criteria for Record H (Home-Hospital Attendance). The detail report provides a student-level summary of attendance data using the same criteria and calculation as the primary record, Record H.

RV Detail

Students appear on the RV Detail report when they meet the criteria for Record V (Virtual/Performance). The detail report provides a list of students who are proficient.

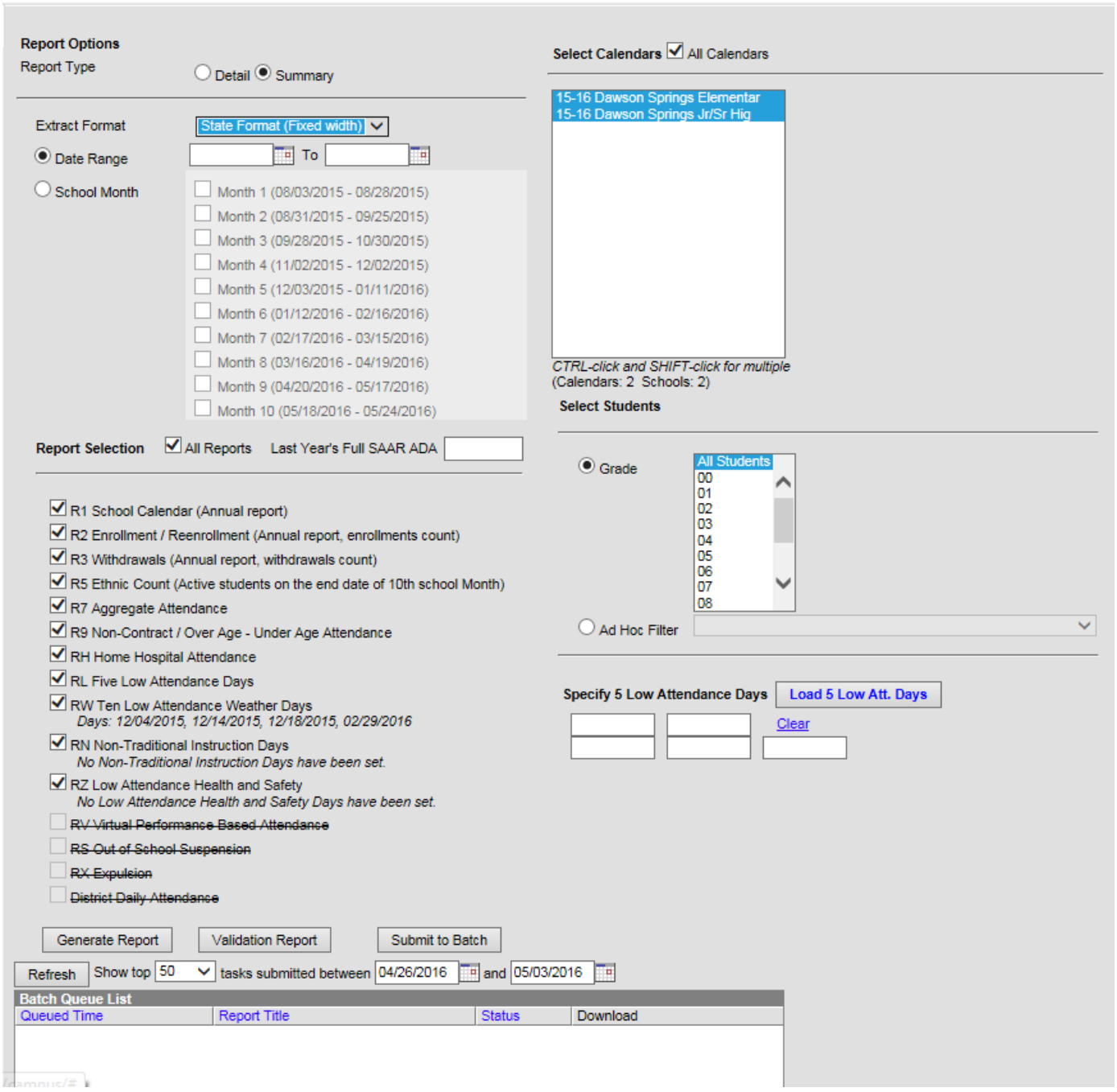
RS Detail

Students appear on the RS Detail report when they meet the criteria for Record S (Suspension Aggregate Attendance). The detail report provides a student-level summary of attendance data using the same criteria and calculation as the primary record, Record S.

RX Detail

Students appear on the RX Detail report when they meet the criteria for Record X (Expulsion Aggregate Attendance). The detail report provides a student-level summary of attendance data using the same criteria and calculation as the primary record, Record X.

Creating the SAAR State Format Fixed Width



Steps:

1. Extract Format should be set to State Format (Fixed width)
2. Select Date Range and leave the date range blank
3. Report Selection should be marked as All Reports
4. Enter in last year's Full SAAR AADA (relative for low attendance weather days)
5. Select Calendars should be marked as All Calendars
6. "Last Year's SAAR ADA" should be entered a last year's FULL AADA.
7. Generate Report
8. File name should be saved as SAARXXX.YY (XXX = District Number, YY= School Year) Example: SAAR011.16
9. Submit file to KDE.

The same process as listed above should also be completed to generate the SAAR PDF for verification purposes. The SAAR PDF should be generated immediately following the SAAR State Format report. If the SAAR PDF is completed at a later time, the information on the two reports may not match. Select the *Extract Format as PDF* with no other changes and generate the reports. Save these reports in the event they are needed for comparison purposes.

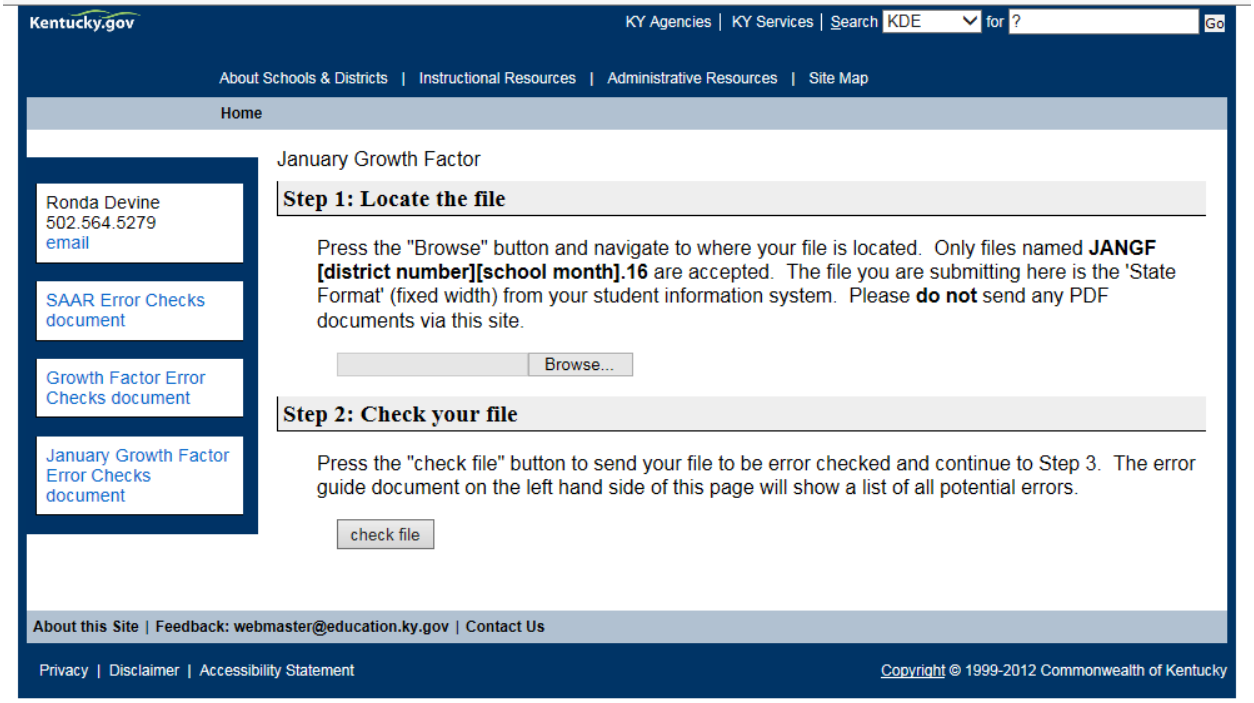
Submission of the SAAR to KDE

Electronic Submission Process

Each district's SAAR State Format file is submitted via a Website link on the KDE Web site at: http://opsupport.education.ky.gov/saar/

Steps:

1. The file is submitted and goes through the error check process.
2. Any errors found are listed on the page (See Appendix B).
3. Errors must be corrected before the submission process is complete. (School district personnel may consult with the KDE SAAR contact person for questions regarding errors.)
4. Once errors are corrected the submission process is completed via the KDE Web site.
5. Once the SAAR file is submitted the following steps occur:
    - The KDE Attendance Mailbox receives a notification via email.
    - The school district submitting the file receives a confirmation via email.
    - The .txt file is loaded into KDEADA application.



Step 3: Review any errors

Below you will find any errors in your file. If there are errors, please correct them in your file and start over at Step 1. Steps 1 □ 3 can be completed as many times as necessary. If no errors are present please continue to Step 4. If you complete step 4 your file will be locked and no new submissions can be made until KDE unlocks the file. If you need to resubmit, please email the KDE Attendance Mailbox. If you need assistance with an error please contact ronda.devine@education.ky.gov.

FRANKLIN	181	011	12	Record 9 Over/Underage student count entered	Apr 18 2015	15

Step 4: Submit your file

If everything is satisfactory, enter your email, district and any comments you want to send, then press the "submit file" button. Please put your phone number and the names of any additional people to be notified in the comments field. **REMINDER**: Once submitted, the file will have to be reset by KDE if a new submission is needed.

* your email

* your name

* your phone

* your district

* your Superintendent's name

* your DPP's name

* your Finance Officer's name

comments

submit file

Thank you for your submission. KDE has been notified to review your data.

Step 5: Summary Reports

The submitted report will be reviewed and analyzed. KDE will generate your SAAR Summary Report and email your district a copy.

Step 6: Verification

Once you receive the SAAR Summary please review the contents carefully. If the summary report is satisfactory, **please reply via email KDE with an official statement of verification**. The SAAR will not be considered complete until KDE receives an official statement of verification.

Note: Please enter all names as they appear in the Global mail listing

Error Guide

A SAAR Error Check document is available from the KDE SAAR file submission.

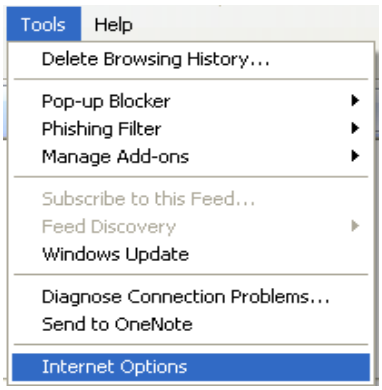
Error Checks Document

Common errors for file submission are listed and districts may review this document prior to submitting their file.

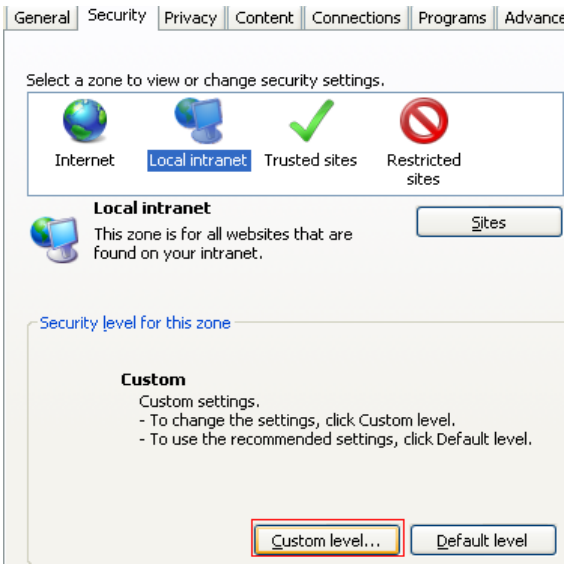
Internet Explorer (IE) Settings

If your file will not download in Internet Explorer (*i.e.*, IE sits and spins) then check your settings for file downloads using the following steps:

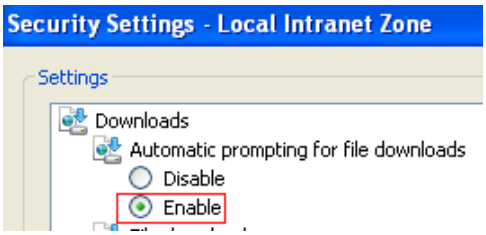
1. Go to Tools/Internet Options



2. Select Security and then click on Custom Level



3. Scroll down to Downloads. The ‘Automatic prompting for file downloads’ must be set to ‘Enable’.



Appendix A

SAAR Report Submission Error Guide

Kentucky Department of Education
Office of District Support Services
Superintendent's Annual Attendance Report Submission Error Guide

Record 1 Error codes:
("Calendar holidays greater than 4")
("Calendar disaster days greater than 0") – Use of disaster days must be approved.
("Calendar total days less than 185")
("Sum of calendar days not equal to total days")

Record 2 Error codes:
("Entries + Re-entries - Withdrawals not equal to total of
Males and Females in Record 5)

Record 3 Error codes:
("W17 count that is not Grade EL (00) ")

Record 7 Error codes:
("No matching Record 2 (enrollment) for this Record 7 (attendance/absence)")
("No matching Record 1 (calendar) for this Record 7 (attendance/absence)")
("FD, BD, or HD used for grade that is not EL (00)")

Record 9 Error codes:
("Non-contract student count entered without attendance")
("Non-contract attendance entered without student count")
("Over/underage student count entered without attendance")
("Over/underage attendance entered without student count")

Record L Error codes:
("Number of low attendance days not equal to 5")

Record W Error codes:
("Number of weather related low days greater than 10")

Record H Error codes:
("Home Hospital attendance entered without student count")

("Home Hospital student count entered without attendance")
("Home Hospital days taught greater than days taught on Record 1")

KDE Contact Information

KDE is available for questions during the SAAR submission process. Please contact Ronda Devine at 502-564-5279, Extension 4444 or via email at ronda.devine@education.ky.gov for information and assistance.